



Mid-Region Council of  
Governments  
REQUEST FOR PROPOSALS

**Videowall Procurement**

MRCOG Procurement No. 2006-08  
Issued: April 3, 2006

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**REQUEST FOR PROPOSALS**  
**for**

**TMC Videowall and Audio Equipment**

MRCOG Procurement No. 2006-08

Issue Date: **April 3, 2006**

Proposal Due Time/Date: **April 28, 2006 - 12:00 noon MST**

Pre-proposal Conference (Non-mandatory): **April 12, 2006 – 2:00 p.m. MST**

**Mid-Region Council of Governments**  
809 Copper Ave., NW, Albuquerque, New Mexico 87102  
Phone: (505) 247-1750, Fax: (505) 247-1753

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## 1. INTRODUCTION

### 1.1 Purpose of this Request for Proposals

The Mid-Region Council of Governments (MRCOG), in cooperation with and as agent for the New Mexico Department of Transportation (NMDOT) invites individuals and firms (Offerors) to submit proposals for a contract for the work indicated in the title page in accordance with the specifications contained in this request for proposal (RFP). This RFP contains specific requests for information.

The purpose of this procurement is to select an offeror(s) that will assist the MRCOG & NMDOT in deploying a videowall, video management, and audio system in the new Transportation Management Center located at 809 Copper Ave., NW, Albuquerque, New Mexico.

This project may be funded in part through federal funds. As such, applicable federal laws, regulations and guidelines shall be adhered to by the Contractor as part of the contract.

### 1.2 Scope of Work

The MRCOG desires to procure a turn-key videowall system to be installed at the location identified above. The detailed requirements are defined in Appendix 3 – Technical Provisions.

### 1.3 Scope of Procurement

The scope of the procurement shall encompass the defined scope of work and any extensions or renewals thereof.

### 1.4 Procurement Manager

The MRCOG has designated a Procurement Manager who is responsible for the conduct of this procurement. The Procurement Manager is:

Mr. Dewey Cave  
Director of Planning & General Services  
809 Copper N.W.  
Albuquerque, NM 87102  
Phone: 505-724-3624, Fax: 505-247-1753  
E-mail: dcave@mrcog-nm.gov

Any inquiries or requests regarding this

procurement should be submitted to the Procurement Manager in writing. Offerors may contact ONLY the Procurement Manager regarding the procurement. Other MRCOG employees do not have the authority to respond on behalf of the MRCOG.

### 1.5 Definitions

This section contains definitions and abbreviations that are used throughout this RFP.

"Close of Business" means 5:00 PM local time.

"Contract" means a written agreement for the procurement of items of tangible personal property or services.

"Contractor" means a successful Offeror who enters into a binding contract.

"Determination" means the written documentation of a decision by the Procurement Manager or Procurement Officer including findings of fact supporting a decision. A determination becomes part of the procurement file.

"Desirable" The terms "may", "can", "should", "preferably", or "prefers" identifies a desirable or discretionary item or factor (as opposed to "mandatory").

"Evaluation Committee" means a body appointed by the MRCOG Executive Director to evaluate Offerors proposals.

"Evaluation Committee Report" means a document prepared by the Procurement Manager and the Evaluation Committee for submission to the Executive Director for contract award. It contains all written determinations resulting from the procurement.

"Finalist" is defined as an Offeror whose offer complies with all the mandatory specifications of this RFP and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

"Mandatory" The terms "must", "shall", "will", "is required", or "are required", identify a mandatory

item or factor (as opposed to "desirable"). Failure to comply with a mandatory item or factor will result in the rejection of the Offerors proposal.

"MRCOG" means the Mid-Region Council of Governments of New Mexico (MRCOG).

"NMDOT" means the New Mexico Department of Transportation.

"Offeror" is any person, corporation, or partnership who submits a proposal.

"Procurement Manager" means the person or designee authorized by the Executive Director of MRCOG to manage and administer procurements and contracts.

"Procurement Officer" means the person or designee designated by the MRCOG to oversee all MRCOG procurement.

"Request for Proposals" or "RFP" means all documents, including those attached or incorporated by reference, used for soliciting proposals.

"Responsible Offeror" means an Offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the proposal.

"Responsive Offer" or "Responsive Proposal" means an offer or proposal that conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity or delivery requirements.

## 1.6 Background Information

The Mid-Region Council of Governments (MRCOG) is an association of local governments in central New Mexico. Members include county, municipal and special purpose

units of government in the Counties of Bernalillo, Sandoval, Tarrant and Valencia.

MRCOG is acting as NMDOT's agent for this procurement. The final owner will be NMDOT.

The NMDOT's primary responsibility is to plan, build, and maintain a statewide transportation network which will serve the social and economic interest of our citizens in a productive, cost-effective innovative manner.

MRCOG is acting as NMDOT's agent in the contracting for construction of a Transportation Management Center on the basement level of the MRCOG building located at 809 Copper Ave., NW, Albuquerque, New Mexico. The facility will include several rooms that are in need of video display capabilities. This procurement will purchase the video display system and associated audio system for use in this building.

## 2. **CONDITIONS GOVERNING THE PROCUREMENT**

This section of the RFP contains the schedule for the procurement, describes the major procurement events and the conditions governing the procurement.

### 2.1 Sequence of Events

The Procurement Manager will make every effort to adhere to the Procurement Schedules shown in this RFP. The time frames shown however may be subject to change at the discretion of the MRCOG.

Issue RFP – April 3, 2006

Pre-Proposal Conference – April 12, 2006

Proposals Due – April 28, 2006 – 12:00 noon

Evaluation Committee – week of May 1st, 2006

Selection of Finalist(s) – week of May 8, 2006

### 2.2 Explanation of Events

#### 2.2.1 Pre-Proposal Conference

There will be a non-mandatory pre-proposal conference on April 12, 2006 at 2:00 pm at the

MRCOG office located at 809 Copper Ave., NW, Albuquerque, NM. Attendance at this meeting is not mandatory, however, it is strongly encouraged that the potential offerors attend. Attendees will have the opportunity to view the TMC under construction, and to ask questions of the MRCOG and NMDOT.

#### 2.2.2 Distribution List Response

Potential Offerors should hand-deliver, electronically mail, return by facsimile or by registered or certified mail the "Acknowledgement of RFP Receipt Form" that accompanies this document (See Appendix 1) to have their organization placed on the procurement distribution list. Offerors **must include an email address** on the Acknowledgement of Receipt Form.

The distribution of written responses to questions and any RFP amendments, and any response to questions about the procurement will be emailed to the email address submitted on the Acknowledgment of RFP Receipt Form.

Failure to return the "Acknowledgement of RFP Receipt Form" shall constitute a presumption of receipt and rejection of the RFP, and the potential Offeror's organization name shall not appear on the procurement distribution list.

#### 2.2.3 Deadline to Submit Additional Questions

Potential Offerors may submit additional written questions as to the intent or clarity of this RFP until seven calendar days prior to the proposal submittal date. All written questions must be addressed to the Procurement Manager and must be submitted via email with the author or source of the questions clearly noted.

#### 2.2.4 Response to Written Questions/RFP Amendments

Written email responses to written email questions and any RFP amendments will be distributed to all potential Offerors via email only to those organizations whose name appears on the procurement distribution list. An "Acknowledgement of Written Responses or Amendments to RFP Form" will accompany the

distribution package. The Offerors should sign the form and hand-deliver, electronically mail, return by facsimile or by registered or certified mail by the date indicated thereon. Failure to return this form shall constitute a presumption of receipt and withdrawal from the procurement process and the Offeror's organization name will be deleted from the procurement distribution list.

Questions and responses associated with the formal question and answer period of the pre-proposal conference will also be distributed via email only.

#### 2.2.5 Submission of Proposal

All proposals must be received by the Procurement Manager or designee no later than the time on the date shown on the cover page of this Request for Proposals. Proposals received after this deadline will not be accepted. The date and time will be recorded on each proposal as it is received. Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section 1.4. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the name of the procurement on the cover sheet. Proposals submitted by facsimile or electronic mail will not be accepted.

Proposals: A public log will be kept of the names of all Offeror organizations that submitted proposals. Pursuant to Section 13-1-116 NMSA 1978, the contents of any proposal shall not be disclosed to competing Offerors prior to contract award.

#### 2.2.6 Proposal Evaluation

An Evaluation Committee will evaluate proposals. During this time, the Procurement Manager may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. The Offerors SHALL NOT initiate discussions. Potentially responsive proposals are proposals that are reasonably susceptible of being made responsive.

#### 2.2.7 Selection of Finalists



The Procurement Manager will provide the list of finalists to the Executive Director. The Procurement Manager will notify the finalist Offerors of their selections. A single Offeror may be selected for contract negotiations. Or, one or all of the Offerors may be considered finalists. Only finalists will be invited to participate in the subsequent steps of the procurement (if any).

#### 2.2.8 Best and Final Offers from Finalists

Finalist Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers.

#### 2.2.9 Contract Negotiations

The contract will be negotiated with the most advantageous Offeror(s). In the event that mutually agreeable terms cannot be reached within a reasonable time the MRCOG reserves the right to negotiate a contract with the next most advantageous Offeror without undertaking a new procurement process.

#### 2.2.10 Contract Award

The contract shall be awarded to the **Offeror or Offerors** whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP.

Contracts are not valid until signed by the Executive Director of the MRCOG.

#### 2.2.11 Protest of Award

An Offeror who has submitted a responsive Offer on this RFP may protest the award of a contract resulting from the RFP. The protest must be timely and in conformance with Section 13-1-172 NMSA 1978 and applicable procurement regulations. The protest period will begin on the day following the contract award and will end at close of business on the following fifteenth calendar day. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the

Procurement Officer. The protest must be delivered to the Procurement Officer.

Janice Carolan, Procurement Officer  
Mid-Region Council of Governments  
809 Copper N.W.  
Albuquerque, New Mexico 87102

Protests received after the deadline will not be accepted.

### 2.3 General Requirements

This procurement will be conducted in accordance with the MRCOG procurement policy and the New Mexico Procurement Code.

The MRCOG requires that all Offerors agree to be bound by the "General Requirements" contained in this RFP. Any Offeror concerns must be promptly brought to the attention of the Procurement Manager.

#### 2.3.1 Acceptance of Conditions Governing the Procurement

Offerors must indicate their acceptance of the "Conditions Governing the Procurement" section in the letter of transmittal. Submission of a proposal constitutes acceptance of the evaluation factors contained in Section 5 of this RFP.

#### 2.3.2 Incurring Cost

Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

#### 2.3.3 Prime Contractor Responsibility

Any Offeror awarded a contract as a result of this RFP will be solely responsible for fulfillment of the contract with MRCOG. The MRCOG will make contract payments to only the prime contractor.

#### 2.3.4 Subcontractors

Intended use of subcontractors must be clearly explained in the proposal, and major

subcontractors must be identified by name. The prime contractor shall be solely responsible for the entire performance of the contract whether or not subcontractors are identified in the proposal or used in the performance of the contract.

#### 2.3.5 Amended Proposals

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The MRCOG personnel will not merge, collate, or assemble proposal materials.

#### 2.3.6 Offerors' Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request signed by the Offeror's duly authorized representative addressed to the Procurement Manager.

#### 2.3.7 Proposal Offer Firm

Responses to this RFP will be considered firm for ninety calendar days after the due date for receipt of proposals.

#### 2.3.8 Disclosure of Proposal Contents

The proposals will be kept confidential until a contract is awarded. At that time, all proposals and documents pertaining to the proposals will be open to the public, subject to the Freedom of Information Act, except for the material that is proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

Confidential data is normally restricted to confidential financial information concerning the

Offerors organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the Procurement Officer shall examine the Offerors request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential or proprietary data.

#### 2.3.9 No Obligation

This procurement in no manner obligates the MRCOG to the use of any proposed professional services until a valid written contract is awarded and approved by the appropriate authorities.

#### 2.3.10 Termination of RFP

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the MRCOG determines such action to be in the best interest of the MRCOG.

#### 2.3.11 Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Sending written notice to the contractor will affect such termination. The contractor will accept the MRCOG's decision as to whether sufficient appropriations and authorizations are available as final.

#### 2.3.12 Governing Law

The laws of the state of New Mexico shall govern this procurement and any agreement with Offerors that may result.

#### 2.3.13 Basis for Proposal

Only information supplied by the MRCOG in writing through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror proposals.

#### 2.3.14 Contract Terms and Conditions

The contract between the MRCOG and a contractor will follow the format specified by the MRCOG. An Offeror may review the form of contract at the office of the Procurement Manager. However, the MRCOG reserves the right to negotiate with a successful Offeror provisions in addition to those contained in this RFP.

Should an Offeror object to any of the MRCOG's terms and conditions, as contained in this Section, that Offeror must propose specific alternative language. The MRCOG may or may not accept the alternative language. General references to the Offerors terms and conditions or attempts at substantive or complete substitutions are not acceptable to the MRCOG and will result in disqualification of the Offerors proposal.

Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

#### 2.3.15 Approval of Contractor Personnel

Personnel proposed in the Contractor's written proposal to the procuring agency are considered material to any work performed under this RFP and subsequent contract.

During the course of this procurement and after the contract has been signed, no changes of personnel will be made by the Contractor without prior written consent of the Procurement Manager. Replacement of any Contractor personnel, if approved, shall be with personnel of equal ability, experience and qualifications. The Contractor will be responsible for any expenses incurred in familiarizing the replacement personnel to insure their being productive immediately upon receiving assignments. Approval of the replacement personnel shall not be unreasonably withheld.

The MRCOG shall retain the right to request the removal of any of the Contractor's personnel at any time.

#### 2.3.16 Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the MRCOG and the selected Offeror and shall not be deemed an opportunity to amend the Offerors proposal.

#### 2.3.17 Offeror Qualifications

The Procurement Manager may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Procurement Manager will reject the proposal of any Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA 1978.

#### 2.3.18 Right to Waive Technical Irregularities

The Procurement Manager reserves the right to waive technical irregularities. The Procurement Manager also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the mandatory requirements and/or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the MRCOG.

#### 2.3.19 Project Team Prohibited Activities

MRCOG employees or MRCOG committee or board members or volunteers are prohibited from participating directly or indirectly in the preparation of this procurement when the employee knows that the individual or any member of the individual's family has a financial interest in the business seeking or obtaining a contract.

#### 2.3.20 Notice – Civil and Criminal Penalties

The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation.

In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

#### 2.3.21 MRCOG Rights

The MRCOG reserves the right to accept all or a portion of the proposal of an Offeror selected for award.

#### 2.3.22 Right to Publish

Throughout the duration of this procurement process and contract term, potential Offerors, and the Contractor (selected Offeror) must secure from the MRCOG written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of the Offerors proposal or termination of the contract.

#### 2.3.23 Ownership of Proposals

All documents submitted in response to this RFP shall become the property of the MRCOG. However, any technical or user documentation submitted with the proposals of non-selected Offerors shall be returned after the expiration of the protest period. Offerors not selected for award of a contract may pick up the documentation at the MRCOG office within a fifteen-day period following the protest period.

#### 2.3.24 Electronic mail address required

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have a valid e-mail address to receive this correspondence.

#### 2.3.25 Use of Electronic Versions of this RFP

This RFP is being made available by electronic means. If accepted by such means, the Offeror acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Offerors possession and the version maintained by the MRCOG, the version maintained by the MRCOG shall govern.

### 3. RESPONSE FORMAT AND ORGANIZATION

#### 3.1 Number of Responses

Offerors shall submit only **one** proposal for each Contract listed in this RFP.

#### 3.2 Number of Copies

Offerors shall deliver: **one original, six identical copies, two digital copies:** one complete copy and one electronic copy without "Proprietary" information in PDF format to the location specified in Section 1.4 on or before the closing date and time for receipt of proposals.

#### 3.3 Proposal Format

All proposals must be typewritten on standard 8 1/2 x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section. Proposals shall be no longer than 50 pages (single sided) excluding front and back covers.

Pages shall be single spaced with Arial font of no less than number 10 (or similar).

##### 3.3.1 Proposal Organization

The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated.

- A. Proposal Form (Appendix 2) (Tab 1)
- B. Project Understanding (Tab 2)
- C. Qualifications and Technical Proposal (Tab 3)
- D. Previous Experience/References (Tab 4)
- E. Price (Tab 5)
- F. Schedule and Commitment (Tab 6)

Within each section of the proposal, Offerors shall address the items in the order in which they appear in this RFP. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal.

Any proposal that does not adhere to these requirements may be deemed non-responsive

and rejected on that basis.

### 3.3.2 Proposal Form

Each proposal must contain - as the first item in the organized and indexed sequence – the fully executed Proposal Form. Failure to provide the form with all the information indicated to be inserted will result in rejection of the proposal as non-responsive.

## 4. SPECIFICATIONS

Offerors must provide a written response as outlined below. The complete response along with required supporting materials will be evaluated and awarded points accordingly, per the evaluation criteria outlined in Section 5.

### 4.1 Project Understanding

Offerors shall provide a narrative on their understanding of the proposed work.

### 4.2 Qualifications & Technical Resources

Offerors shall provide a description of their qualifications, including a history of the firm and financial strength, and describe how their approach will meet the project needs.

Additionally, Offerors shall supply a description of the technical approach to the implementation. The description must include specifications of any major component of the projection cubes for each of the two videowalls in the Control Room, any component necessary for the audio equipment in the facility as defined, any computer workstations and monitors as defined, and the stand-alone monitor in the Conference Room.

The Offeror shall include diagrams and explanations in their proposal detailing how the different components will be connected.

The Offeror shall include cutsheets for all components necessary.

Offerors shall respond in the form of a matrix listing each RFP requirement and the Offeror's response to each requirement (e.g. met completely, alternate approach and

explanation, met partially, not met, can be met at additional cost with cost itemized) plus any narrative the Offeror deems necessary to explain the response.

### 4.3 Previous Experience/References

Offerors shall provide a description of relevant previous experience of prior projects of similar magnitude for all installations either completed or underway over the past three years. This list shall include the name, phone number, and e-mail address of a contact at the referenced projects.

The Offeror shall include the name and background of a dedicated project manager and her/his prior experiences with deployment of projects of this magnitude, including contacts for these projects specific to the project manager.

### 4.4 Price

Offeror shall provide their best price for this audio / video system as defined in the Technical Provisions below. MRCOG advises the Offerors to ensure that the best price includes all applicable taxes.

The Offeror shall also indicate in the proposal whether s/he accepts the following payment schedule (if a different payment schedule is desired, Offeror shall propose that; however, MRCOG reserves the right to reject any proposed alternate payment schedule):

1. 20% of equipment and assembly upon approval of catalog cut sheets by MRCOG.
2. 30% of equipment and assembly cost upon delivery, inspection, assembly and individual component testing.
3. 40% of equipment and assembly cost upon installation and acceptance testing of the entire system.
4. 10% of the equipment and assembly cost upon completion of all contract requirements. This shall be paid by MRCOG to the Contractor thirty (30) calendar days after completion of the work, provided the Contract has been

fully performed and all claims settled.

#### 4.5 Schedule and Commitment

A project implementation schedule, including key milestones shall be supplied by the Offeror.

The Offeror is advised that it is intended to complete the work within 12 weeks of notice to proceed. In addition, liquidated damages will be included in the contract terms. The Offeror should indicate their commitment to meeting the schedule, including how they intend to acquire and implement the required staff and system resources.

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### 5. EVALUATION

#### 5.1 Evaluation Point Summary

The following is a summary of evaluation factors with point value assigned to each. These factors, along with the general requirements, will be used in the evaluation of Offeror proposals.

<u>Evaluation Factor</u>	<u>Points</u>
1. Project Understanding	5
2. Qualifications and Technical Proposal	40
a. Responsiveness to Project Requirements	
b. Completeness of Diagrams and Cutsheets	
3. Previous Experience/References	10
4. Price	35
5. Schedule and Commitment	35
<b>SUBTOTAL</b>	<b>125</b>
6. Best & Final Offers (If Necessary)	25
<b>TOTAL AVAILABLE</b>	<b>150</b>

#### 5.2 Evaluation Process

The evaluation process will follow the steps listed below:

##### 5.2.1 Proposal Compliance

All Offeror proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.

##### 5.2.2 Contacting Offerors

The Procurement Manager may contact the Offeror for clarification of the response as specified in Section 2.2.6.

##### 5.2.3 Finalist Selection

Responsive proposals will be evaluated on the factors in Section 5 that have been assigned a point value. The responsible Offerors with the highest scores will be selected as finalist Offerors based upon the proposals submitted. The Evaluation Committee may then make a recommendation to MRCOG Executive Director for award or solicit best and final offers from any or all of the finalists.

If Best and Final Offers are solicited, the Evaluation Committee will award additional points in accordance with Section 5 and then make a final recommendation for award to the MRCOG Executive Director.

The Offeror providing the most advantageous proposal to the MRCOG, taking into consideration the evaluation factors in Section 5, will be recommended for contract award. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.



## REQUESTS FOR PROPOSALS

### RFP#: 2006-08

## ACKNOWLEDGEMENT OF RFP FORM

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Appendix 3.

The acknowledgement of receipt should be signed and returned to the Procurement Manager. **Only potential Offerors who elect to return this form** completed with the indicated intention of submitting a proposal for the procurement checked below, will receive copies of all Offeror written questions and the MRCOG's written responses to those questions, amendments, if any are issued and information regarding the pre-proposal teleconference.

Firm / Individual		
Represented by		Title
Phone No.		Fax No.
E-mail Address		
Address		
City/State/Zip Code		
Signature *		Date

\* For e-mail transmittal only type name if different from "Represented by" above. All others must provide a formal signature.

This name and address will be used for all correspondence related to the Request for Proposals.

Firm ☐ does ☐ does not (**check one**) intend to respond to this Request for Proposals.

Return to: Mr. Dewey Cave  
 809 Copper Ave. N.W., Albuquerque, NM 87102  
 Phone: 505-247-1750; Fax: 505-247-1753  
 E-mail: [dcave@mrcog-nm.gov](mailto:dcave@mrcog-nm.gov)

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To: Mid-Region Council of Governments  
 809 Copper N.W.  
 Albuquerque, NM 87102  
 Attn: Mr. Dewey Cave

## PROPOSAL FORM

Proposing Organization

Mailing Address

City/State/Zip Code

Head of Organization

Title

Telephone Number

Fax Number

Proposal Contact Person

Title

Telephone Number

E-Mail Address

Contract Signatory Authority

Title

Telephone Number

Tax/Legal Status

☐ Corporation ☐ For Profit ☐ Not-for-Profit ☐ Government  
☐ Individual

Federal ID Number

State ID Number

1. I (We) am submitting on the procurement titled: \_\_\_\_\_
2. I (We) accept the Conditions Governing the Procurement stated in Section 2.3.1.
3. I (We) acknowledge receipt of any and all amendments to this RFP, Nos. \_\_\_\_\_ to \_\_\_\_\_.

Signature of Officer \_\_\_\_\_ Date \_\_\_\_\_